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Principal Deputy Assistant Secretary of the Navy
(Financial Management and Comptroller)
Gladys J. Commons

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Career Center

Centralized Financial Management Trainee Program

2001 ORIENTATION



The Department of the Navy Centralized Financial Management Trainee Program (CFMTP) Orientation 2001 was held 14-16 August 2001 in Pensacola, FL. Ms Janice Travis, the CFMTP Program Manager, welcomed the new employees to Department of the Navy employment. Ms Travis informed them that the three day orientation is designed to provide information that is necessary and useful to planning a career with the Department of the Navy. The new trainees had the opportunity to meet the Program staff and, most importantly, to discuss concerns and issues with second year trainees and alumni of the CFMTP. The second year trainees and alumni provided advice on how to succeed in the CFMTP and how to achieve future career goals.

Presentations were provided on a variety of topics. Captain Thomas McGuire, Comptroller and Deputy Commander, Naval Sea Systems Command spoke about the duties and responsibilities of naval financial managers. He addressed the naval environment in which financial management occurs and the relationship between civilian and military financial managers.

Ms Gladys Commons, Principal Deputy Assistant Secretary of the Navy (Financial Management and Comptroller) welcomed the new trainees to the Department of the Navy and addressed the opportunities and challenges they could expect in their career.

Mr. Travis Bryan, Deputy Director, Defense Finance and Accounting Service (DFAS), Pensacola, discussed the mission of DFAS and on going initiatives to improve financial reporting and accounting.

The new trainees also received information on successful team building, personal growth, and effective personal financial planning. Presentations were provided on Department of the Navy civilian personnel policies, equal employment opportunity policies, and the prevention of sexual harassment.

Ms Janice Travis, CFMTP Manager, and Ms Gina Coggins, CFMTP Analyst/Security Manager, provided the trainees a comprehensive review of the CFMTP procedures. These included the preparation of the Individual Development Plan, the Performance Review Checklist, the Performance Appraisal System, payroll, travel, training, and security procedures. Naval Financial Management Career Center staff provided information on financial management training opportunities available for both during the training program and throughout their career. ♦

CFMTP 2001 Orientation Activities

